





**GNS 113**

**USE OF LIBRARY AND STUDY SKILLS.  
QUESTIONS AND ANSWERS  
NOT FOR SALE !!!**

*ANSWERS ARE ITALICIZED IN OPTION A - E*

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**The following Questions and Answers were extracted from each chapter of the textbook to aid assimilation for 100 level students in TASUED.**

**PAST QUESTIONS ARE UNDERNEATH FOR READING.**

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## CHAPTER ONE

### INFORMATION RESOURCES PRINT AND ELECTRONIC RESOURCES

1. \_\_\_\_\_ can be described as the totality of acquired materials gathered together by a library for its users.

**Ans: PRINT RESOURCES**

2. Library resources can be broadly categorized into \_\_\_\_\_

**Ans: TWO**

Books or print resources and

Electronic or audio – visual resources

3. \_\_\_\_\_ are any information sources in the library in printed texts and they include books references, resources, serial resources, textbooks, light reading material, theses/projects etc.

**Ans: BOOKS OR PRINT RESOURCES**

4. A \_\_\_\_\_ is defined as written or printed sheets of papers bound together between covers

**Ans: BOOK (WORLD BOOK DICTIONARY 2001)**

5. A \_\_\_\_\_ is described as a collection of leaves of papers, parchment or cloth or other materials (written, printed or blank) fastened together along one edge with or without a protection cover.

**Ans: BOOK**

6. \_\_\_\_\_ defines a book as a non – periodical literacy publication of at least forty – nine pages or more, pages exclusive of cover pages.

**Ans: UNESCO**

7. There are \_\_\_\_\_ main kinds of book

**Ans: FOUR (4)**

**8. Kinds of book are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.**

**Ans: BOOKS TRADE, REPRINTS, TEXTBOOKS AND REFERENCE BOOKS**

**9. The books displayed or arranged in bookstores for purchase is called \_\_\_\_\_**

**Ans: TRADE BOOKS**

**Examples: novels, story books, travel books, religious books etc.**

**10. The regular books for studying in schools and higher institutions are \_\_\_\_\_**

**Ans: TEXTBOOKS**

**11. The written books on different subjects by specialists with different disciplines are called**

**\_\_\_\_\_.**

**Ans: TEXTBOOKS**

**12. \_\_\_\_\_ are copies of an earlier edition reproduced at intervals after maiden copies produced**

**have been exhausted**

**Ans: REPRINTS**

**NOTE: reprinted versions of books are editions of previous publications which allow little modification on the title page and correction errors, if there is any. If you observe, there are some textbooks you will see reedited 2002, 2005, 2007 etc. That's exactly what reprint entails in a nutshell.**

**13. A book is made up of three sections, which are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.**

**Ans: THE PRELIMINARY SECTION, THE TEXT SECTION AND THE AUXILIARY SECTION**

14. The \_\_\_\_\_ section of a book is numbered in roman figures.

**Ans: PRELIMINARY**

**NOTE:** if you check any textbook, check the title page, contents page, preface or introduction, copyrights page (it displays the ISBN, CIP, etc.) acknowledgment page, dedication page and list of illustrative materials, they are all written in roman figures. The section in any book is called the **PRELIMINARY SECTION**.

15. The main content of the book is called the \_\_\_\_\_ section.

**Ans: TEXT**

16. The \_\_\_\_\_ section consists of the appendix, glossary, index, notes, bibliography or references, list of contributions etc.

**Ans: AUXILIARY**

**The Preliminary Section**

17. \_\_\_\_\_ are blank pages next to the end papers, the first and last leaves in the book which are pasted separately after the original cover of the book.

**Ans: FLY LEAVES PAGE**

18. An indication of the title of the book is \_\_\_\_\_ which only provides the complete or an abbreviated form of the title.

**Ans: HALF TITLE PAGE**

19. \_\_\_\_\_ gives the full title of the book without abbreviation which provides the author of the book, publisher's name and address, edition number etc.

**Ans: TITLE PAGE**

20. The legal right given by the government to the author/publisher of a book is \_\_\_\_\_.

**Ans: COPYRIGHT PAGE**

**NOTE:** The page is detailed with the name of the author, publisher's name and address, copyright's owners and date.

**21. ISBN means \_\_\_\_\_**

**Ans: INTERNATIONAL STANDARD BOOK NUMBER**

**22. CIP means \_\_\_\_\_**

**Ans: CATALOGING IN PUBLICATION**

**23. \_\_\_\_\_ bears the name(s) of person(s), group(s), organization(s) to whom/which the author has dedicated the book.**

**Ans: THE DEDICATION PAGE**

**24. Introducing comments on a book, usually written by someone other than the author is \_\_\_\_\_.**

**Ans: FOREWORD**

**25. \_\_\_\_\_ contains the author's reason for writing the book.**

**Ans: THE PREFACE**

**26. The page giving recognition to those who have contributed to the success of the book one**

**way or the other is \_\_\_\_\_.**

**Ans: ACKNOWLEDGMENT PAGE**

**27. The page that serves as an outline of a book or shows the preliminaries and chapters headings that have appeared in the book in correct order with page numbers appropriately indicated is \_\_\_\_\_.**

**Ans: TABLE OF CONTENTS**

28. Paper used to wrap a covering of a book which the jacket protects the book and usually attracts attention to the book is \_\_\_\_.

**Ans: DUST JACKET/BOOK JACKET**

**The Auxiliary Section**

29. An \_\_\_\_ include any data that may help clarify the text for the reader.

**Ans: APPENDIX**

30. \_\_\_\_ contains an alphabetical list of technical, obsolete, unusual, foreign or other terms used but not explained in the book, with their definition.

**Ans: GLOSSARY**

31. An \_\_\_\_ is an alphabetical listing that gives enough information for each item to be traced in the exact positions in the book.

**Ans: INDEX**

32. Statement explaining a point in the text of a work or giving the source of a quotation is \_\_\_\_.

**Ans: NOTE**

33. The systematic listing of the sources of books and other documents which the author used in writing his book or recommends for further reading or acknowledgment is \_\_\_\_.

**Ans: BIBLIOGRAPHY OR REFERENCES**

34. The people useful for the success of the book are called \_\_\_\_.

**Ans: LIST OF CONTRIBUTORS**

**Reference Book Resources**



These are books that contain definite pieces of information of varying extents. They are kept at a section in the library and can only be consulted within that section called “reference section” of any library.

Examples are: biographies, research reports, almanacs, dissertations and theses, encyclopedias, dictionaries, monographs, year books, handbooks, gazettes, atlases, directories, bibliography of bibliographies, maps, government publications. Serial Resources

35. \_\_\_\_\_ are publications in print or non – print form issued in successive parts and published independently either numerically or chronologically.

**Ans: SERIAL RESOURCES**

36. ISSN means \_\_\_\_\_.

**Ans: INTERNATIONAL STANDARD SERIAL NUMBER**

37. \_\_\_\_\_ are materials in digital format accessible electronically.

**Ans: ELECTRONIC RESOURCES**

Examples: electronic journals (e - journal), electronic books (e - book) and online databases in various digital formats such as Adobe Acrobat documents, (pdf), and WebPages, (html).

38. AJOL means \_\_\_\_\_

**Ans: AFRICAN JOURNAL ONLINE**

39. OARE is \_\_\_\_\_

**Ans: ONLINE ACCESS TO RESEARCH IN THE ENVIRONMENT**

40. DOAJ is \_\_\_\_\_

**Ans: THE DIRECTORY OF OPEN ACCESS JOURNALS**

41. TEEAL means \_\_\_\_\_

**Ans: THE ESSENTIAL ELECTRONIC AGRICULTURE LIBRARY**

42. CD-ROM is \_\_\_\_\_

**Ans: COMPACT DISK READ ONLY MEMORY**

**The Internet**

43. The \_\_\_\_\_ is a collection of vast information sources of interlinked computer networks.

**Ans: INTERNET**

44. \_\_\_\_\_ is referred to as the network of networks

**Ans: THE INTERNET**

45. URL means \_\_\_\_\_

**Ans: UNIVERSAL RESOURCES LOCATOR**

**NOTE: Each website has its URL address, searching skills for Information on the Internet.**

**There are three (3) main searching skills on the internet which includes search engines, meta engines and directories.**

## CHAPTER TWO

### LIBRARY AND INFORMATION SERVICES

1. The \_\_\_\_\_ is a collection of information resources which comprises print, non – print and electronic resources selected, acquired, organized, preserved and made accessible to meet the users' information needs.

**Ans: LIBRARY**

**NOTE:** Non – print resources are globes, bulletin boards, video recordings, audio recordings, filmstrips, microforms, slides, transparencies, motion pictures, films and their related projectors.

Print resources are, but not limited to, textbooks, magazines, year books, projects, theses and dissertations, encyclopedias, journals, newsletters, newspapers, bulletins and reference materials

Electronic resources are electronic books (e - book) , electronic bibliographic database/online database in various disciplines, electronic journals (e - journals) etc.

2. Library services can be broadly categorized into \_\_\_\_\_ and \_\_\_\_\_

**Ans: TECHNICAL AND READER'S**

**NOTE:** The technical services comprise the collection development, cataloging and classification. The reader's services are concerned with services that have direct impact on user's

information needs satisfaction.

3. CAS is \_\_\_\_\_

**Ans: CURRENT AWARENESS SERVICE**

4. SDI is \_\_\_\_\_

**Ans: SELECTIVE DISSEMINATION OF INFORMATION**

5. \_\_\_\_\_ can be regarded as a formal summary that an author prepares for a completed work.

**Ans: ABSTRACT**

6. ILL is \_\_\_\_\_

**Ans: INTERLIBRARY LOAN SERVICES**

7. \_\_\_\_\_ is a technique adopted by a library to lend its information resources to an individual through another library in the most cost effective manner.

**Ans: INTERLIBRARY LOAN**

**NOTE:** Interlibrary loan service encourages the sharing of information materials between partner – libraries because no library can meet all the information needs of its users.

8. ED means \_\_\_\_\_.

**Ans: EXHIBITIONS AND DISPLAYS**

9. Supply of documents, journals articles owned by a library to a requesting user or institution

is \_\_\_\_\_.

**Ans: DOCUMENT DELIVERY SERVICE**

10. \_\_\_\_\_ service allows users to duplicate a concise number of pages of an original work according to copyright law for the purpose of teaching, research and personal use.

**Ans: REPROGRAPHIC**

11. \_\_\_\_\_ service is provided for in the library to allow registered library users to borrow books for a specific number of days.

**Ans: LENDING**

**NOTE:** Gbenga Daniel Library in Tai Solarin University of Education, users are allowed to borrow books maximally for 14 days (two weeks).

12. \_\_\_\_\_ library services emphasize the provision of books to be borrowed for home use.

**Ans: MOBILE**

13. \_\_\_\_\_ display is the physical or online (or both) public displays of books, artifacts and other informative materials in the library.

**Ans: EXHIBITIONS**

14. RS means \_\_\_\_\_.

**Ans: REPROGRAPHIC SERVICE**

15. LS means \_\_\_\_\_.

**Ans: LENDING SERVICE**

## CHAPTER THREE

### DEVELOPING RIGHT ATTITUDE TOWARDS ASSIGNMENTS

1. \_\_\_\_\_ is the process of facilitating learning or the acquisition of knowledge, skills and value.

**Ans: EDUCATION**

2. An \_\_\_\_\_ is a task or piece of work allocated to someone (a student/students') as part of a job or course of study.

**Ans: ASSIGNMENT**

#### Benefits of Assignment

- Improves knowledge of the subject
- Helps to develop an analytical and articulate mind
- Enhances creativity, vocabulary and writing skills
- Helps to develop presentation skills and academic knowledge
- Improve time management skills

3. CGPA means \_\_\_\_\_

**Ans: CUMULATIVE GRADE POINT AVERAGE**

4. \_\_\_\_\_ is a well – defined plan aimed at achieving a specific result.

**Ans: GOAL**

5. There are \_\_\_\_\_ types of goals.

**Ans: FOUR (4)**

Immediate goal, Short term goal, intermediary goal and long term goal.

#### Benefits of Goal Setting

- Active involvement
- Decision making and problem solving
- Accomplishment

-Self esteem

6. There are two classification schemes that are widely used in the globe which are \_\_\_\_\_ and \_\_\_\_\_.

**Ans: DEWEY DECIMAL SCHEME AND LIBRARY OF CONGRESS CLASSIFICATION SCHEME**

**NOTE: Most university libraries in Nigeria make use of the Library of Congress. Classification Scheme: The system uses letters and numbers.**

7. Easier location of materials in the library is \_\_\_\_\_.

**Ans: LIBRARY CATALOGS**

8. \_\_\_\_\_ catalog is a list of all the books held in a library in alphabetical order.

**Ans: TITLE**

9. The \_\_\_\_\_ catalog is a list of all the books held in a library arranged alphabetically by author's names.

**Ans: AUTHOR**

10. The \_\_\_\_\_ catalog provides a list of all the resources that are held under a particular classification in a library.

**Ans: CLASSIFIED**

## CHAPTER FOUR

### THE NATURE OF STUDY AND EFFECTIVE LEARNING

1. \_\_\_\_\_ is defined as the application of the mind to the acquisition of knowledge by reading, investigation or reflection.

**Ans: STUDY**

2. \_\_\_\_\_ is a process of enjoying and manipulating objects, experiences and conversations in order to build mental models of the world.

**Ans: LEARNING**

3. \_\_\_\_\_ is a process that provides the learners with the opportunity to engage with specific ideas and concepts on the need – to – know or want – to – know basis.

**Ans: LEARNING**

4. \_\_\_\_\_ is a continuous process that starts from what one knows and graduates towards what one wants to know.

**Ans: LEARNING**

5. Learning depends on the learner's preferences, information processing capability, personality, social interaction tendencies, cultural diversity in the learning place and \_\_\_\_\_ method exposed to

**Ans: INSTRUCTIONAL**

6. \_\_\_\_\_ is defined as any relatively permanent behavior that occurs as a result of practice and experience.

**Ans: LEARNING**

7. Learning is the \_\_\_\_\_ of habits, knowledge and attitudes.

**Ans: ACQUISITION**



### Some of the Problems that Affect Learning

- Readiness
- Exercise
- Effect
- Primary
- Intensity
- Recency
- Perception

### Methods of Retention of what is Learnt

- Recall by association
- Favorable attitude
- Meaningful repetitions
- Learning with all senses

### LEVELS OF LEARNING

There are four levels of learning which are:

- Rotational learning
- Understanding
- Application
- Correlation

8. Higher levels of learning take place in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ domains.

**Ans: COGNITIVE, AFFECTIVE AND PSYCHOMOTOR**

9. \_\_\_\_\_ involves reading, listening, speaking and writing.

**Ans: LEARNING**

10. \_\_\_\_\_ libraries are funded by the local, state or federal authorities.

**Ans: PUBLIC**

11. \_\_\_\_\_ libraries are funded and maintained by different organizations.

**Ans: SPECIAL**

Examples are UNESCO, Research institutions etc.

12. \_\_\_\_\_ is found in colleges and universities which serve students and faculty members in supporting smooth teaching and learning.

**Ans: ACADEMIC LIBRARIES**

13. Library \_\_\_\_\_ is a database of all the information sources in a library.

**Ans: CATALOG**

**NOTE:** Catalog helps library users to search for any document such as books, journals, maps and electronic collections of sources.

14. \_\_\_\_\_ shows the location of such a collection on the shelf for easy access.

**Ans: CATALOG**

**NOTE:** Modern libraries now combine both physical and electronic catalogs for easy search and location of library resources.

15. \_\_\_\_\_ resources are all forms of information carriers that can be used to record, store, preserve, transmit and retrieve information for learning and teaching activities.

**Ans: LEARNING**

16. Learning resources can be classified into \_\_\_\_\_ and \_\_\_\_\_.

**Ans: PRINT AND NON – PRINT MATERIALS**

**CHAPTER FIVE**  
**INFORMATION LITERACY (IL) AND RETRIEVAL SKILLS FOR NIGERIAN**  
**UNDERGRADUATES**

1. \_\_\_\_\_ literacy implies the intellectual capabilities involved in using information, as distinct from the technical know-how required for using information technologies that hold or deliver data.

**Ans: INFORMATION**

2. \_\_\_\_\_ literacy skills encompass knowledge of one's information concerns and needs, and the ability to identify, locate, evaluate, organize and effectively create, use and communicate information to address issues or problems at hand.

**Ans: INFORMATION**

3. \_\_\_\_\_ literacy is the ability to access, evaluate, organize and use information in order to learn, solve problems, make decisions – informal and informal learning contexts.

**Ans: INFORMATION**

4. CILIP is \_\_\_\_\_

**Ans: CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS**

5. IL is \_\_\_\_\_

**Ans: INFORMATION LITERACY**

6. \_\_\_\_\_ retrieval is finding materials of unstructured nature from large collections, usually stored on computers or information systems.

**Ans: INFORMATION**

**Information Retrieval Process**

**-Information Gap Stage**

- 
- Selecting Information Retrieval System to Use
  - Understanding Information Problem
  - Queries Formulation Stage
  - Retrieval of Results
  - Evaluation of results
  - Utilization of the results of the search

## CHAPTER SIX

### ORGANIZATION OF KNOWLEDGE IN THE LIBRARY

1. To make information resources easily accessible and retrievable by the library users, the information resources must be organized and arranged in a \_\_\_\_\_ way.

**Ans: SYSTEMATIC**

2. Libraries organize their collections through the use of \_\_\_\_\_ and \_\_\_\_\_ systems.

**Ans: CATALOGING AND CLASSIFICATION**

3. \_\_\_\_\_ is a bibliographic description of library collections/holdings, showing features such as author, editor, title, subject, publisher, place of publication, date of publication, number of pages or volumes, ISBN, accession numbers and copies of the materials in the library holdings.

**Ans: CATALOG**

4. There are three major types of catalog, which are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

**Ans: BOOK CATALOG, CARD CATALOG AND AUTOMATED / ONLINE CATALOG**

5. OPAC means \_\_\_\_\_.

**Ans: ONLINE PUBLIC ACCESS CATALOG**

6. A library \_\_\_\_\_ is a system of organization of knowledge by which library resources are arranged and ordered systematically.

**Ans: CLASSIFICATION**

There are different types of classification schemes used by different libraries. Some of the widely used are as follows:

- Library of Congress Classification Scheme (LC)
- Dewey Decimal Classification Scheme (DDC)
- Universal Decimal Classification Scheme (UDC)

- Bliss Classification Scheme (BCS)
- Moys Classification Scheme (MCS)
- Bernard Classification Scheme (BCS)

7. The Dewey Decimal Classification Scheme was developed in 1876 by \_\_\_\_\_.

**Ans: DR. MELVIN DEWEY**

## CHAPTER SEVEN

### ORGANIZATION STRUCTURE OF ACADEMIC LIBRARIES

1. \_\_\_\_\_ structure is a system used to identify hierarchy within an organization.

**Ans: ORGANIZATION**

2. Organization structure is the arrangement of people and tasks to accomplish organization \_\_\_\_\_.

**Ans: GOALS**

**NOTE:** Organization structure shows different departments and units in an organization.

3. \_\_\_\_\_ is a framework on which an organization is patterned for coordinating and carving out organizational tasks.

**Ans: ORGANIZATION STRUCTURE**

4. \_\_\_\_\_ are libraries of tertiary institutions i.e universities, polytechnics and colleges.

**Ans: ACADEMIC LIBRARIES**

5. Organization structure of academic libraries can be referred to as the \_\_\_\_\_ system of operation.

**Ans: HIERARCHICAL**

**Creating Productive Study Environment**

- Eliminate distractions
- Clean up and organize study space
- Working out when you wake up
- Listen to soft-tune music
- Consistency
- Develop good attitude

## CHAPTER EIGHT

### ENGENDERING GOOD STUDY HABITS AND PRODUCTIVE LEARNING

1. \_\_\_\_\_ has to do with the regular tendencies and practices that an individual depicts during the process of gaining knowledge.

**Ans: STUDY HABIT**

#### **ENGENDERING/DEVELOPING GOOD STUDY HABIT FOR STUDENTS**

- Reading/learning in a conducive environment
- Read more till you understand till the time you can explain better independently
- Create time to study
- Avoid learning/reading in noisy environment i.e avoid distractions
- Don't learn/read with empty stomach
- Full concentration
- Identify your limitations to read

#### **ENGENDERING GOOD STUDY HABIT FROM TEACHERS**

- Give clear objectives
- Regular assignments
- Administering regular tests
- Feedback from students to teachers should be considered
- Guidance and counseling
- Motivating students
- Encouraging and creating group tasks
- Conducive environment
- SQ3R and Good Study Habits

2. SQ3R means \_\_\_\_\_

**Ans:**

**S means Survey**

**Q – Question**



**R means Read**

**R means Recite**

**R means Review**

**3. The road map to learn is \_\_\_\_\_.**

**Ans: SURVEY**

**NOTE: Learners are expected to go through the study materials in order to have an overall picture of the materials to be studied.**

**4. After the learner has read the materials given, trying to know the unknown through what, why, where, when and who is \_\_\_\_\_.**

**Ans: QUESTION**

## CHAPTER NINE

### EDUCATIONAL PROBLEMS AND IMPROVEMENT STRATEGIES

1. \_\_\_\_\_ is the pivot of development of any nation.

**Ans: EDUCATION**

**NOTE:** Educational problems are multi – dimensional in nature. Some of these problems reside in the school, the society, the home and the learners themselves.

#### **EDUCATIONAL PROBLEMS FACED BY STUDENTS AND THEIR REMEDIATION STRATEGIES**

- Poor socialization
- Relationship problems
- Psychological problems
- Poor communication
- Emotional problems
- Time mismanagement
- Indiscipline
- Poor classroom adjustment
- Poor health conditions

#### **EDUCATIONAL PROBLEMS AND REMEDIATION STRATEGIES**

- Infrastructure
- Teacher's insecurity
- Paucity of trained teachers
- Corruption
- Poverty
- Lack of fund
- Communication gap
- Unhealthy environment

## CHAPTER TEN

### EMPOWERING STUDENTS THROUGH ASSIGNMENTS, HOME WORK AND

#### NOTE TAKING

1. \_\_\_\_\_ is the development of knowledge, skills and abilities in the learners to enable them to control and develop their own learning.

**Ans: EMPOWERMENT**

2. \_\_\_\_\_ is the process of increasing the capacity of individuals or groups to make choices and to transform those choices into desired actions and outcomes.

**Ans: EMPOWERMENT**

Forms of Empowerment

- Evaluation
- Self-control
- Critical thinking or metacognition
- Emotional intelligence

3. \_\_\_\_\_ is about encouraging students to challenge preconceptions – their own, their peers' and their teachers'

**Ans: METACOGNITION**

**NOTE:** They are expected to develop their own opinions and justify them.

Tools for Empowering Students

- Assignments
- Homework
- Note taking

4. \_\_\_\_\_ is a school task performed by a student to satisfy the teacher.

**Ans: ASSIGNMENT**

5. An undertaking that has been assigned to a student or a group of students by an instructor

is \_\_\_\_\_.

**Ans: ASSIGNMENT**

6. \_\_\_\_\_ is a reflection of how the students learn in the classroom

**Ans: HOMEWORK**

7. \_\_\_\_\_ is a school work done outside the school especially at home

**Ans: HOMEWORK**

8. \_\_\_\_\_ is an acquired skill that improves students learning and retention of information in

a variety of domains and subjects

**Ans: NOTE TAKING**

**NOTE:** A good lecture note is one of the important skills that a student needs in preparing

for an examination. Many students take notes in a haphazard style claiming that they will copy them later.

#### **CHARACTERISTICS OF GOOD LECTURE NOTE**

-Instruction on taking notes

-Essentials of note – taking

-Problems and solutions in note taking

## CHAPTER ELEVEN

### ENSURING ADEQUATE PREPARATION FOR EXAMINATION

1. \_\_\_\_\_ is a spoken or written test of knowledge.

**Ans: EXAMINATION**

2. Successful \_\_\_\_\_ preparation is all about being organized, recognizing individual's strengths and weaknesses and setting mechanisms to compensate for them.

**Ans: EXAMINATION**

**Why Examinations?**

- Examination enables teachers to measure the level of understanding and achievement of the learners.
- Examination allows organization of skills and also strengthens study skills.
- Examination induce intense and deep learning

### **TIPS FOR EXAMINATION PREPARATION AND SUCCESS**

- Plan to succeed
- Make revision time count
- Be realistic
- Do not panic
- Building review time on a daily/weekly/end of topics basis
- Use variety of revision, not passive
- Practice active revision, not passive

### **CAUSES OF FAILURE IN EXAMINATION**

- Poor study
- Laziness and procrastination
- Peer pressure
- Social distraction

**-Ignorance of the principle of success (time management, principle of diligence and delayed gratification)**

**NOTE: Avoid examination malpractices before, during and after examination.**

#### **AFTER WRITING THE EXAMINATION**

- 1. Avoid discussing with other people, especially if there is another examination later that day or the following day.**
- 2. Comparing answers with others can lead to panic and that is not needed, especially if there are other examinations to prepare for. If another examination is coming up the following day, treat yourself to another relaxed evening and night.**

## CHAPTER TWELVE

### EFFECTIVE LEARNING ENVIRONMENT

1. \_\_\_\_\_ is a relatively permanent change in behavior as a result of experience or practice

**Ans: LEARNING**

2. For effective learning to take place, the learning environment must be \_\_\_\_\_ for learning and the entire teaching – learning atmosphere must be stimulating and facilitating to the teacher and learners.

**Ans: CONDUCTIVE**

**PAST QUESTIONS**

1. Evaluation of information is essential to conducting quality research means

- a. Finding
- b. CRITICAL THINKING
- c. Survey
- d. Appraisal

2. Type of library is responsible for issuing ISBN.

- a. Private Library
- b. Special Library
- c. NATIONAL LIBRARY
- d. State Library

3. Otunba Gbenga Daniel Library is a/an

- a. ACADEMIC LIBRARY
- b. Private Library
- c. Public Library
- d. School Library

4. Binding of final year project is to services

- a. TECHNICAL
- b. Serial
- c. Reserve
- d. Circulation

5. O.G.D Library uses \_\_\_\_\_ Catalog type.

- a. Book
- b. CARD



c. Sheaf

d. Electronic

6. According to UNESCO, a is a publication consisting of 49 or more pages.

a. Project

b. Journal

c. Article

d. BOOK

7. AGORA means

a. ACCESS TO GLOBAL ONLINE RESEARCH IN AGRICULTURE

b. Active Global Online Research of Articles

c. Acceptable Online Research Application

d. Application to Global Online Research Access

8. AJOL means

a. African Journalist of Language

b. AFRICAN JOURNALS ONLINE

c. Access to Journal Online

d. Allow Journal Online

9. Directions includes all EXCEPT

a. www.yahoo.com

b. www.lycos.com

c. www.infoseek.com

d. WWW.ASK.COM

10. Borrowing a book from a cooperating library is \_\_\_\_\_.

- a. Lending
- b. Book loaning
- c. **INTER LIBRARY LOANS**
- d. Interlibrary borrowing

11. \_\_\_\_\_ is a pointer of information.

- a. **TABLE OF CONTENT**
- b. Index
- c. appendices
- d. biography

12. \_\_\_\_\_ is a brief summary of findings, of not more than 250 words.

- a. Article
- b. Short Message
- c. **ABSTRACT**
- d. Thesis

13. Which is odd from the following.

- a. Questionnaire
- b. Surveys
- c. Interview
- d. **MONOLOGUE**

14. Copy of other people's work without their consent is \_\_\_\_\_.

- a. **PLAGIARISM**
- b. Copyright
- c. Patent right
- d. Trademark

15. The right to prevent people from copying their work which has been created by intellectual

effort is \_\_\_\_\_.

- a. Plagiarism
- b. COPYRIGHT
- c. Patent right
- d. Trademark

16. Copyright protects not \_\_\_\_\_.

- a. Book
- b. Articles
- c. Photographs
- d. SPEECH

17. \_\_\_\_\_ is the process of looking at visual representation to get meaning from a written word.

- a. Skimming
- b. Glancing
- c. READING
- d. Surfing

18. \_\_\_\_\_ number of copies is the legal deposit to be passed to the National Library.

- a. 5
- b. 4
- c. 2
- d. 3

**19. Lagos Book Club was established in what year?**

- a. 1920**
- b. 1950**
- c. 1953**
- d. 1940**

**20. \_\_\_\_\_ is a library formed owned and built by the taxpayers money.**

- a. Special Library**
- b. Private Library**
- c. National library**
- d. PUBLIC LIBRARY**

**21. Tai Solarin University Staff School Library is headed by the \_\_\_\_\_.**

- a. Academic Librarian**
- b. SCHOOL LIBRARIAN**
- c. College Librarian**
- d. Principal**

**22. Cocoa Research Institute of Nigeria (CRIN) Library is an example of**

- a. SPECIAL LIBRARY**
- b. Private Library**
- c. National library**
- d. School Library**

**23. \_\_\_\_\_ type of library does not lend books and other materials to individuals.**

- a. Special Library**
- b. Private Library**
- c. NATIONAL LIBRARY**

**d. Public Library**

24. \_\_\_\_\_ is not among ways of acquiring library materials.

- a. Gift
- b. Purchase
- c. Donation
- d. **WEEDING**

25. The standard card size should be \_\_\_\_\_.

- a. **3" BY 5"**
- b. 4" by 8"
- c. 2" by 5"
- d. 2" by 4"

26. Accession number is issued by \_\_\_\_\_.

- a. Serial Unit
- b. **TECHNICAL UNIT**
- c. Readers Unit
- d. Circulation Unit

27. In the Library of Congress Classification K is \_\_\_\_\_.

- a. **LAW**
- b. Science
- c. History
- d. Fine Arts

28. \_\_\_\_\_ among the following is not a user of the library.

- a. Handicap

- b. Artisan
- c. Lecturers
- d. **IMBECILE**

29. The permanent storage of Information is the function of

- a. High Aptitude
- b. **LTM**
- c. Stm
- d. I.q

30. The memory that holds information at the current moment is \_\_\_\_\_.

- a. Ltm
- b. **STM**
- c. Consolidation
- d. Brain Capacitor

31. \_\_\_\_\_ is not among the factors that contribute to the nature of our intelligence.

- a. Hereditary Factor
- b. Environmental factor
- c. **DOZING**
- d. Emotion

32. Loss of availability or accessibility causes \_\_\_\_\_.

- a. **FORGETTING**
- b. remembering
- c. recall
- d. recognition

33. Materials borrowed in the Library lapse for \_\_\_\_\_ days before it is returned or renewed.

- a. 5
- b. 7
- c. 8
- d.3

34. The ability to recall stored ideas or materials in the brain to the mind as postulated by (Adesemowo et al 1998) is

- a. REMEMBERING
- b. recency
- c. recall
- d. associations

35. ISBN and ISSN is issued by \_\_\_\_\_ library

- a. Special Library
- b. Private Library
- c. NATIONAL LIBRARY
- d. Public Library

36. Library of Congress, Dewey Decimal are examples of \_\_\_\_\_.

- a. Approaches to Library Material
- b. Library Material Dimension
- c. CLASSIFICATION OF SCHEME
- d. Classification of Library

37. Otunba Gbenga Daniel Library uses \_\_\_\_\_ Classification Scheme.

- a. Dewey Decimal Classification

- b. Universal Dewey Classification
- c. Colon Classification
- d. LIBRARY OF CONGRESS

38. SQ3R is a \_\_\_\_\_ technique.

- a. STUDY
- b. Writing
- c. Reading
- d. Memorising

39. The 3R in SQ3R are

- a. Recall, Read and Recite
- b. READ, RECITE AND REVIEW
- c. Read, Review and Recall
- d. Repeat, Read and Review

40. Learning again or going through information of what has been previously learnt is known as \_\_\_\_\_.

- a. Recognition
- b. recall
- c. RE LEARNING
- d. learning

41. The ability to bring back old experiences (original) could be referred to as \_\_\_\_\_.

- a. RECALL
- b. review
- c. re-learning
- d. repeat



42. Discrimination between seen and unseen, known and unknown is called \_\_\_\_\_.

- a. recall
- b. **RECOGNITION**
- c. recites
- d. research

43. OPAC means

- a. Only Public Access Connection
- b. Online Public Access Connection
- c. **ONLINE PUBLIC ACCESS CATALOGS**
- d. Online Private Access Code

44. \_\_\_\_\_ uses digital information technology to collect, store, search for and disseminate information to an unlimited number of people irrespective of time and place.

- a. Internet
- b. Email Networking
- c. **ELECTRONIC LIBRARY**
- d. Electronic Services

45. A newly acquired book is given a \_\_\_\_\_.

- a. Registered Number
- b. Purchase Number
- c. Receiving Number
- d. **ACCESSION NUMBER**

46. Ability to search many search engines is

- a. Tabing
- b. **META ENGINES**
- c. Booting
- d. Quo engines

47. The use of the sign \* or + when searching means

- a. Algorithms
- b. Quick searching
- c. Quick surfing
- d. **TRUNCATION**

48. AND, OR and NOT are \_\_\_\_\_.

- a. **BOOLEAN OPERATORS**
- b. Search Kits
- c. Search Keywords
- d. Word Engines

49. A physical part of a book is

- a. 2
- b. 4
- c. **3**
- d. I don't know

50. The last page of the body of a book is \_\_\_\_\_.

- a. Bibliography
- b. Reference
- c. **INDEX**
- d. Appendix

# NOTICE !!!

*These are not examination questions but extracted questions from the recommended textbook relating to this course which will be helpful to everyone offering the course.*

I WISH EVERYONE SUCCESS IN THE FORTHCOMING E-TEST AND EXAMINATION. WE'LL NEVER HAVE CAUSE TO REGRET (AMEN).

FOR LEGITIMATE INFORMATION AND UPDATES ABOUT TASUED, KINDLY GET IN TOUCH WITH ME VIA CALL OR WHATSAPP.

**07011820028**

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